Non-Cash Manifest Form

CALIFORNIA STUDENT AID COMMISSION

Section A: Lender Information

Lender name

Lender ID ____ ____ ____ ____ ____ ____ ____ ____

Date

Loan type: ☐ Stafford   ☐ SLS   ☐ PLUS   ☐ Consolidation

Section B: Loan Detail Transactions

1) Transaction Code	2) Borrower's Social Security Number	3) Loan ID Number	4) Deferment Start Date (mm/dd/yy)	5) Deferment End Date (mm/dd/yy)	6) Reason Code	7) Enroll Receive Date (mm/dd/yy)	8) Repayment Start Date or Graduation Date (mm/dd/yy)	9) Maturity Date or Current School Code	10) Stafford Code

TRANSACTION CODE		COLUMNS TO COMPLETE	REASON CODES
C	Conversion	1-3, 8, 9	No reason code
E	Extension/Deferment	1-9	See reverse side of form
R	Preclaim Cancellation	1-3, 6	See reverse side of form
P	Paid-in-full	1-3, 6	Space, 20
X	Cancellation	1-3, 10	No reason code
V	Void/Uninsured	1-5, 6	75

SUBMIT WHITE COPY TO:
California Student Aid Commission
Attn: Application & File Services Branch
P.O. Box 510622
Sacramento, CA 94245-0622

Note: Lender should only use one type of transaction and one type of loan program per form.

AUTHORIZED SIGNATURE:_____

CONTACT NAME (PRINT):_____

TELEPHONE NUMBER: (_____)_____

SERVICER NAME:_____

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Distribution: White — CSAC   **Pink — Lender**

Section A: Lender Information

- Lender's name — The name of the lender submitting the manifest.

- Lender's ID — The lender identification number assigned to the lender by USDE.

- Date — The date the lender is completing the manifest form.

- Loan type — The program type of the loan accounts submitted in this batch manifest. **Only one program type may be reported per form.**

Section B: Loan Detail Transactions

Column 1— Transaction Codes
Transaction codes are used to report the status of the borrower's loan(s). **Only one type of transaction may be reported per form.** Each transaction requires the completion of the following items:

CODE	TRANSACTION	COLUMNS TO COMPLETE
C	Conversion	1-3, 8, 9
E	Extension/Deferment	1-9
R	Preclaim Cancellation	1-3, 6
P	Paid-in-full	1-3, 6
X	Cancellation	1-3 + 10
V	Void/Uninsured	1-3, 6

Column 2 — Borrower's Social Security Number
The Social Security number of the borrower.

Column 3 — Loan Identification Number (LID#)
The loan identification number assigned to the loan being manifested.

Column 4 — Deferment Start Date
The date the deferment period begins. This is only required when submitting an extension/deferment transaction.

Column 5 — Deferment End Date
The date the deferment period ends. This is only required when submitting an extension/deferment transaction.

Column 6 — Reason Code
The reason code defines the transactions requested. For each transaction requested, use the following reason codes:

Extension/Deferment	Reason Code:	
	AC	ACTION Program
	AP	Armed Forces or PHS
	EH	Economic Hardship
	FB	Forbearance
	FT	Full Time Student
	GF	Graduate Fellowship
	HT	Half Time Student
	IR	Internship/Residency
	NO	NOAA
	PC	Peace Corps
	PL	Parental Leave
	PP	Parent PLUS Borrower (Parent in-school)
	TD	Temporary Disability

Extensions/Deferment (continued)	RT	Rehabilitation Training
	TE	Tax Exempt Organization
	TS	Teacher Shortage
	UE	Unemployment < 3 years
	UN	Unemployment < 2 years
	WM	Working Mother

Paid-in-Full	Space	The borrower fulfilled obligation
	20	Loan paid off due to consolidation

Preclaim Cancellation	01	Payments are made by borrower
	02	Still in school, graduation date changed
	03	Still in school, in-school deferment used
	04	Unemployment deferment used
	05	Other deferment used
	06	Forbearance on loan
	07	Bankruptcy
	08	Death or permanent disability
	09	Other

Void/Uninsured	75	Loan is ineligible for reinsurance

Column 7: Enrollment Date
When reporting an extension transaction and the reason code is "HT" or "FT", indicate the date the enrollment status was certified. If reason code is other than "HT" or "FT", this field is not required.

Column 8: Repayment Start Date or Graduation Date
When reporting a conversion transaction, the repayment start date is the date the loan repayment will begin. When reporting an extension transaction and if the reason code is "HT" or "FT", the graduation date is the date the borrower is expected to graduate. The graduation date is an optional field and may *only* be reported with deferment transaction with "HT" or "FT", reason codes. Indicate the month, day, and year.

Column 9: Maturity Date or Current School Code
When reporting a conversion transaction, the maturity date is the date of the final payment of the loan. If reporting an extension transaction, the current school code is the eight digit code assigned to the school, that the borrower is attending, by the USDE.

Column 10: Stafford Code
When requesting a cancellation on a Stafford loan, this code identifies whether the subsidized, unsubsidized, or both portions of a Stafford loan are to be canceled. For each transaction requested, use the following codes:

- A Cancel subsidized and unsubsidized portions
- S Cancel subsidized only
- U Cancel unsubsidized only